

PUBLIC RECORDS ACT REQUESTS**This form SHALL be completed by Department personnel ONLY (instructions on reverse side of form)**

REQUEST RECEIVED BY (EMPLOYEE NAME)	ID NUMBER	DATE AND TIME AREA RECEIVED REQUEST
Janelle Dunham	A16501	September 17, 2019, 0800 hours

Asking for the requester's name or identification is not allowed except under Step 3.**STEP 1 - Determine if the requester wants an Arrest Log only or other records. Check the appropriate box.**

Arrest Log Only Request. Arrest log only requests do not require prior approval from the Office of Risk Management, Public Records Act Unit (PRU). Arrest logs contain 7 calendar days of arrest information. Arrest logs may contain the name, date of birth, gender, and criminal charges against and under certain circumstances, may contain home address of the arrestee. Requests may be mailed, faxed, or made in person, but shall not be disruptive to normal business. Copies will be provided at \$.30 per page for single-sided regular copies, \$.50 per page for most other copies, and \$5.00 per CD or DVD.

REQUEST COMPLETED BY (EMPLOYEE NAME)	ID NUMBER

(For arrest log only requests, omit steps 2, 3, and 4.)

Other Record(s) Request - Fill in the blanks below with the specific information the requester wants. **Do not ask why the information is being requested.**

Records describing, authorizing or mentioning expenses or personnel assignments in response to or accommodation of visits from officials in the federal government, 1/1/2001 to present.

STEP 2 - Calculate 10 calendar days from the day the request was received, and place in the date box below. If the 10th day falls on a weekend or holiday, then enter the next business day.**STEP 3 - If the request is made in person or over the phone, read the following, to the requester, verbatim:**

"Your records request has been submitted for review. California law requires the CHP to notify you, in writing, within 10 days, advising whether the CHP has the public records sought; whether the public records are wholly or partly disclosable; whether the agency needs up to an additional 14 days to research and respond to your public records request; or, alternatively, why the public records are not available for disclosure. You may return in 10 days on 09/27/2019 to receive your written notification, or you may elect to receive your notification via the U.S. Mail. You are not required to provide any personal information to receive your notification, but if you prefer to have your notification mailed, please voluntarily provide your name and mailing address. Disclosable records will be promptly provided. If disclosable records are not included with the written notification, the estimated date and time when the records will be available will be provided in the notification. **Your personal information is NOT REQUIRED to complete this request; however, you may provide it voluntarily in order to expedite this request.**"

NAME	MAILING ADDRESS/E-MAIL/FAX
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